

Department of Computer Science and Engineering

M.S. Thesis: Planning Ahead Checklist

1. Early Stages: What to Keep in Mind

Research/Thesis Advisor	<p>Discuss thesis expectations: research topic, content, length.</p> <p>Is your research strategy achievable in the time you have available quarterly and within the timeframe of your long-term goal?</p> <p>Are you targeting to complete an academic publication?</p> <p>How often does your advisor expect to meet?</p>
What are your goals?	<p>Identify quarterly and long-term goals.</p> <p>Is your long-term goal to pursue a PhD or go straight into industry, or perhaps keep the door open to both academia and industry?</p>
Review and Prepare: UCSD Thesis Manual	<p>1.READ: <u>Preparing to Graduate</u></p> <p>2.READ: <u>Thesis Formatting Manual</u></p>
Meet with MS Advisor	<p>Schedule an appointment as early as Fall quarter to discuss your interest in a thesis, or to begin mapping out your customized thesis timeline.</p>
Establish Thesis Committee	<p>Three faculty are required to serve on the thesis committee. (Thesis advisor will serve as chair of the committee).</p> <ul style="list-style-type: none">• Committee members must have approved academic senate (professor status) faculty titles. If you have a question, please check with our team.• Majority of the committee must be from CSE (two of the three members). <p>Settle thesis committee at least two quarters in advance of your graduating quarter.</p>

To confirm thesis committee eligibility, please email cse-ms-advisors@eng.ucsd.edu.

2. PRIOR TO GRADUATING QUARTER

Complete CSE MS Online Application to Candidacy	(Announced Quarterly)
Attend Graduate Division “Thesis Submission and Formatting” Session	(Announced Quarterly)
Complete Required Thesis Progress Report	Mandatory: MS Thesis Progress Report
Schedule <u>mandatory</u> appointment with MS Advisor to prepare in advance for your graduating quarter	Book your appointments with MS Advising Staff at cse-ms-advisors@eng.ucsd.edu Meeting overview: <ul style="list-style-type: none">• Thesis committee eligibility• Timeline for final quarter• Candidacy

3. GRADUATING QUARTER

By Week 1: Schedule in advance the Mandatory Preliminary Check with the Graduate Division

1. **Preliminary Check:** Schedule your preliminary check online at: <https://gradforms.ucsd.edu/calendar/>.
 - **For the Preliminary stage, a draft should be ready for the Graduate Division to check the formatting. Your paper draft should be about 95% complete. This includes all of your preliminary pages done, most of the body of your paper, most of the figures/tables inserted, and a reference/bibliography section.**
 - **Try to secure your appointment slot as early as possible. The preliminary appointment needs to occur before the final thesis submission appointment, ideally at least two weeks in advance of the final thesis appointment for the Graduate Division to review your draft and provide formatting guidance.**

By Week 1: Schedule in advance the Mandatory "Final Document Review" with Graduate Division

Final Document Review:

- **Schedule your final review online at: <https://gradforms.ucsd.edu/calendar/index.php>. The final review should be scheduled after the official Committee approval and before the Friday of finals week.**
- **Try to secure your appointment slot as early as possible in the online scheduling system. Most students begin scheduling their appointments early in the quarter to choose their preferred time slot in time for the quarter's deadline.**
- **The Graduate Division will review the final version of your thesis and all required graduation documents to make**

	<p>sure that you have submitted everything required for graduation. Subsequently, they will send you an email to notify you of the status of your thesis/paperwork. The final review does not involve a meeting with Graduate Division.</p> <ul style="list-style-type: none"> Note: Final electronic version is submitted to ETD website: www.etdadmin.com prior to final appointment.
By Week 2: Degree Paperwork	Consult with MS Advising Staff regarding timeline for routing Thesis Final Report Form
By Week 2: Prepare Timeline for committee AND Department Signatures	Set timeline well in advance to allow sufficient time period for committee AND department signatures before your final Graduate Division appointment.
Reminder: Thesis Filing Fee	Note: Thesis Filing will be applied.

Special Cases/FAQ

Students on LOA or domestic students not enrolled	Students on LOA or not enrolled during filing quarter: Please work with MS Advising Team on obtaining additional paperwork to pay filing fees.
Contact Information	<p>CSE MS Advising Team: cse-ms-advisors@eng.ucsd.edu</p> <p>CSE MS Advising Schedule</p> <p>Graduate Division:</p> <p>Master's thesis appointments (last names A-L): Jessica Brown: j5brown@ucsd.edu</p> <p>Master's thesis appointments (last names M-Z): Kim McCusker: kmccusker@ucsd.edu</p>

